



# Tompkins County Department of Human Resources

125 East Court Street, Ithaca, NY 14850 | P: (607) 274-5526 | F: (607) 274-5401 | [www.TompkinsCountyNY.gov](http://www.TompkinsCountyNY.gov)

*Inclusion through Diversity*

## AUTHORIZATION TO CASH OUT FRINGES DURING FURLOUGH

Tompkins County employees affected by full or partial furloughs or temporary reductions in hours may elect to cash out up to three weeks of earned fringe time based on the employee's standard workweek. Fringe must be utilized in the following order: 1) compensatory time; 2) personal time; 3) vacation time.

**Employees/Department Heads: Return this form to Laura Granger in Human Resources prior to start of furlough**  
**AMOUNT FOR LUMP SUM PAYOUT** (balances must be completely utilized in a category before utilizing the next category):

Comp Time: \_\_\_\_\_

Personal: \_\_\_\_\_

Vacation: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

TITLE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

DEPARTMENT HEAD: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

*Please do not complete any information below this line. For Human Resources & Payroll processing only*

**VERIFICATION OF FRINGE BALANCE AS OF \_\_\_\_\_:**

**APPROVED AMOUNT FOR LUMP SUM PAYOUT:**

Comp Time: \_\_\_\_\_

Comp Time: \_\_\_\_\_

Personal: \_\_\_\_\_

Personal: \_\_\_\_\_

Vacation: \_\_\_\_\_

Vacation: \_\_\_\_\_

HUMAN RESOURCES: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

FINANCE: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)